



City of Hutto

Agenda

Special Meeting- Library Advisory Board

April 13, 2026, 6:00-8:00pm

Library Large Meeting Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER 6:03pm by Morgan

2. ROLL CALL

2.1. Morgan Hubbard (chair) **Present**, Tanya Ward (co-chair) **Present**, Kyle Parkinson **Present**, Meli Salinas **Absent**, Angela Hartman **Absent**, James Matlock **Present**, Veronica Maxey **Present**, Kristin Phillips (library director) **Present**

3. PUBLIC COMMENT

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on April 13, 2026. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council. **None**

4. AGENDA ITEMS

4.1. Chair comments (Morgan Hubbard)

Notes:

- **Reminder that LAB has gone to monthly meetings- 1st Mondays at 6pm. If that Monday falls on a holiday, we will meet the 2nd Monday at 6pm.**

4.2. Discuss and possibly vote for updated chair and co-chair.

- **Discussion of Board mentorship possibilities in the event we have a new board member appointed to LAB.**
- **May 2026 officially starts our monthly meetings**
- **Reminder that LAB needs 3 people to meet quorum (in physical space)**
- **Votes can be taken from board members online.**

4.3. Discussion of learning at TLA Conference (Veronica & Angela)

- **Discussion of a standing agenda item at every LAB meeting for the Hutto Public Library Friends to have for updates or collab opportunities, etc. LAB would also like to request a standing agenda item for them at Hutto Public Library meetings.**
- **Morgan said to put this ahead of public comment so that the HPL Friends member in attendance can share/speak and be able to leave quickly, if they wish.**

- There was a request (that will be communicated to HPL Friends) that if bylaws for HPL Friends or ordinances for LAB are changed/modified, updated copies will be provided to the other group.
- Veronica shared about a session she attended at the Texas Library Association Conference on strategies for making library supporters true partners. She talked about the Friends and the Board collaborating and sharing vision, which is essential to supporting the library. The common goal is to align with the Library Director and respond to the library's needs.
 - Her notes included; “When fundraising groups are not aligned on spending priorities and budget expectations, it can create division and slow their ability to support the library.
 - Political climate can have significant impact on the library. Suggestions for if this becomes an issue are creating subcommittees focused on fundraising to promote bill awareness and community education around issues that affect libraries.
 - Fundraising- Friends often rely on book sales as their primary fundraiser. Library Board strategic goals were often focused on large donations and legacy giving. Several libraries hosted an annual event where most donors and contributors gathered. These events were open to the public and supported by the chamber of commerce and other key businesses.
 - MOU- Memorandum of Understanding:
 - Lots of time was spent looking over an example for an MOU between a Library and their Friends group. An MOU can increase productivity, align the Library and the Friends' priorities. Also, MOU for new board members to sign in order to reduce future conflict and prevent spending disputes.
 - LAB discussed how they would like to create an MOU with the Friends group and Library Director so that all three bodies are working together in a “library ecosystem.”

4.4. Review and discuss MOU for HPL & HPL Friends

- MOU- Memorandum of Understanding:
 - Lots of time was spent looking over an example for an MOU between a Library and their Friends group. An MOU can increase productivity, align the Library and the Friends' priorities. Also, MOU for new board members to sign in order to reduce future conflict and prevent spending disputes.
- LAB discussed how they would like to create an MOU with the Friends group and Library Director so that all three bodies are working together in a “library ecosystem.”
- The decision was made that at least one LAB member would request an agenda item at the next HPL Friends meeting on May 6, 2026 at 5:30pm and request a collaboration to create an MOU that represents the Library, HPL Friends, and LAB.
- Members agreed that, once written and finalized, the MOU should be rededicated yearly, and allow revisions every 5 years
- Statements that were discussed to include on MOU:
 - The Library Advisory Board agrees to approve a standing agenda item for open public meetings (not official board meetings) for HPL Friends to come speak at the meetings.

- The HPL Friends agree to approve a standing agenda item for open public meetings (not official board meetings) for LAB Members to come speak at their meetings.
- The Library Advisory Board agrees to host a work session with HPL Friends once per fiscal year.

4.5. Discussion of learning at PLA Conference (Kristin)

- Kristin talked about some of the legislation that is currently happening around library issues. She was asked about HPL’s current challenge process and she gave an overview. A copy of that policy will be attached to these notes for LAB review.
- Kristin talked about a session she attended at PLA on “Library Ecosystems” and how important and effective it can be for the Library Director/staff, Fiends group, and Board to be aligned in our strategic plans. This ecosystem also facilitates cohesive collaboration among these groups of library stakeholders.

4.6. Discuss possible budget request from Council on 2026 advisory board training through United for Libraries (Kristin).

- Discussion on how important it is for all LAB members and Library Director to understand how we can work together in the most beneficial and efficient way for our community. This training was attended by Morgan and Angela in 2024 and was informative and helpful for their roles on LAB,
- LAB members decided to move forward with a request with Council agenda item by the end of May to request funds for LAB to attend virtual conference hosted by the American Library Association and their subdivision United for Libraries on a special “Board/Trustees Day” of the conference in July 2026.
- Once prices are live, Kristin will let Morgan know of the group link cost for the virtual library conference so that a request can be made to Council.

4.7. Discuss and clarify the duties and roles based on the Chapter 2 document.

- After looking through our current ordinances for LAB, it was discussed that we should make updates because the Library is now fully staffed and runs differently than it did in 1/22/15 when these were written.
- To determine “Powers and Duties” portion, Kyle suggested we use the city of Denton’s code for LAB as a reference.
- Kristin will bring a copy of Denton’s code fr LAB to the next meeting (May 4, 2026) for the LAB to review and discuss further.

4.8. Discuss and possibly create a strategic plan that aligns with the Library’s goals and priorities for 2026. Motion to table 4.8 to a future date to be determined by HPL Friends and Library Advisory Board.

5. **ADJOURNMENT 7:51pm by Morgan**

6. **CERTIFICATION**

I certify that this notice of the April 13, 2026 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on DATE before 5:00 P.M.



Kristin Phillips

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

Next meeting is May 4, 2026 at 6pm at the Library's meeting room.